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## THE CITY

Centrally located in California's San Joaquin Valley, Lodi is an agricultural community with a population of 65,000. The Lodi Area is well known for its grape and wine industry. Lodi has excellent park facilities, good schools, a closely located zoo and several golf courses. Lodi is located 90 miles east of San Francisco and 34 miles south of Sacramento.

## COMMUNITY CENTER HUTCHINS STREET SQUARE

Hutchins Street Square occupies a full City square block which provides a wide range of recreational and cultural services. While serving as the City's principal meeting venue, the physical campus consists of five halls, 786 seat performance theatre, amphitheatre, five acre park, swimming pool, senior center, art gallery, and a daycare facility. Hutchins Street Square has hosted 58 concerts and theatre events, 13 art shows, and has delivered numerous hours of recreational classes during the 2006 year.

## ABOUT THE POSITION

This position requires a hard working professional with a diverse background in event promotions, recreational and cultural program administration, arts administration, fundraising, and public administration. Under the direction of the City Manager, the Community Center Director will supervise a staff that currently consist of approximately 10 full-time, 30 part-time employees, and a diverse group of volunteers. The current operating budget for the Community Center is \$1,435,542 of which \$518,000 is recovered in fees and charges. Debt service is not included in the annual operating budget. The incumbent is responsible for accomplishing both departmental objectives within general policy guidelines. Additionally, the incumbent is expected to exercise independent judgment, initiative and leadership in establishing an efficient and effective City program while overseeing the fiscal management, and operation of the Community Center.

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## PROFESSIONAL CHARACTERISTICS

- ◆ Skilled administrator who can manage a variety of diverse functions including, budgeting operations, employee relations, recreational programs, cultural events and services
- ◆ Ability to interact and provide support to City Council appointed commissions in the area of youth, culture, arts, and senior programs
- ◆ Can promote and market cultural and recreational programs and activities which are consistent with Lodi's increasingly diverse community and their needs
- ◆ Successful experience working with an auxiliary foundation to raise funds and support through planning and execution of activities, events, direct solicitation, and other promotional and fundraising programs
- ◆ Capable of managing public demands for enhanced levels of service including a variety of programs and recreational classes.
- ◆ Is a "team player" with a keen awareness of the importance of developing and maintaining effective working relationships with City Administration and other City departments.
- ◆ Exercise leadership and independent judgment within general policy and administrative guidelines
- ◆ Prepare and present verbal and written reports to community groups and governmental agencies
- ◆ Manage a diverse group of full-time and part-time employees
- ◆ Establish and maintain effective work relationships with public groups, media, and volunteers contacted during the course of work.

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## POSITION QUALIFICATIONS

In possession of a Bachelors Degree from an accredited college or university with major coursework in Public Administration, Public Affairs, Communications, Leisure Services, Parks and Recreation, or a closely related field and three (3) years of responsible experience in the development and implementation of an effective recreational and community oriented programs. A Masters degree is highly desirable.

## SELECTION PROCESS

The most qualified candidates, as determined by initial screening of resumes and/or applications will receive an invitation to the testing process. The testing process may consist of oral interviews and written/computer exercises. The City of Lodi reserves the right to change the testing process or alter the selection process to meet the needs of the City.

## TENTATIVE RECRUITMENT SCHEDULE

12/20/06 - 1/26/07	Accepting Applications
Week of 1/29/07	Review of Resumes
Week of 2/12/07	Oral Interviews
Week of 2/19/07	Selection Interviews

## PLEASE SUBMIT RESUMES TO:

**City of Lodi**  
**Human Resources Division**  
**221 W. Pine Street**  
**Lodi, CA 95240**  
**(209) 333-6704**

